



# Publicity Chair

## Section Position Description

### General Description

Ensure that section meetings and programs are publicized through a variety of media outlets reaching the membership and local community in a timely manner.

### Term

One year. January 1 to December 31.

### Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the Section's management process as they relate to section publicity.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for section publicity.
- Communicate all section events to:
  - Local newspapers
  - Local radio stations
  - Local television community calendars
  - Section newsletter
  - Section website
  - ASQ events calendar
  - *Quality Progress* Magazine
  - ASQWire (weekly e-newsletter; for larger conferences with a wide regional appeal expecting 200 or more attendees)
  - Quality Central (monthly e-newsletter for ASQ non-member customers)
- Attend SLC meetings and regular membership meetings.
- [Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.](#)

### Qualifications

- Must be an ASQ member in good standing.
- Should possess strong writing skills.
- Preferably will have some experience working with the media.

### Time Commitment

Approximately 2 hours per month (outside of SLC and membership meetings).

### Resources

<http://asq.org/member-leader-community/index.html>

- [ASQ Brand Center](#)
- [Member Unit e-Guidelines](#)
- SharePoint site index, membership lists, find a member leader)